

SCOPE OF WORK AND BUDGET

Non-Construction Projects

Project Number: <u>SRTS-000S(501)--8U-00</u>	Date Submitted: <u>1/15/2013</u>
Project Sponsor: <u>SRTS Organization</u>	Est. Start Date: <u>10/1/2013</u>
Contact Person: <u>Mary Doe</u>	Phone Number: <u>515-555-5555</u>
Title: <u>Coordinator</u>	Fax Number: <u>515-555-5555</u>
Address: <u>123 Main Street, Happy City, Iowa</u>	Email: <u>mary.doe@happycity.org</u>

ESTIMATED PROJECT BUDGET:

The project budget should be prepared using the most current information available to give an accurate accounting of the estimated project costs on this date. The costs provided at this time will not necessarily be identical to the budget provided at the time of application as this should be a more refined estimate that may include more detail than the planning level estimate provided with the application. Actual reimbursements will be based on documented costs up to the amount reflected in the project agreement. The project tasks should be clearly defined, easily understood, and correspond to the deliverables listed further below. An approved Indirect Cost Proposal is required for any indirect costs included in the project budget. Please attach a project budget similar to the example below that adheres to the principles below. The Budget Template has been provided in a separate tab within this Excel file for your use.

1. The overall project budget is broken down into reasonable project tasks and includes separate columns for estimated staff hours, estimated hourly salary, estimated fringe, other direct costs, other indirect costs, and line item totals.
2. Each employee billing direct salary expenses is identified by classification and estimated hours per work task.
3. Staff hourly rates are broken down into component costs of direct salary, direct fringe, and indirect costs.
4. All other direct costs are identified and assumptions (Example: 200 miles @ \$0.55/mile) used to come up with the estimate are included.

Example Project Budget

TASK, CLASSIFICATION OF EMPLOYEE, OR DIRECT COST	Estimated Hours	Estimated Hourly Rate, Salary	Estimated Fringe, Direct	Other Direct Cost Estimate	Indirect Cost Estimate (Applied: 25%)	Total Estimated Budget
Task 1: Data & Inventory						
SRTS Coordinator	150.00	\$24.13	\$8.45	\$0.00	\$6.03	\$5,791.20
Planner	100.00	\$22.17	\$7.76	\$0.00	\$5.54	\$3,547.20
<i>Task 1 Subtotal:</i>						\$9,338.40
Task 2: Mapping Activities						
SRTS Coordinator	75.00	\$24.13	\$8.45	\$0.00	\$6.03	\$2,895.60
Planner	125.00	\$22.17	\$7.76	\$0.00	\$5.54	\$4,434.00
Mileage (200 @ \$0.55/mile)				\$110.00		\$110.00
Oversize copies (25 @ \$1.50)				\$37.50		\$37.50
<i>Task 2 Subtotal:</i>						\$7,477.10
Task 3: Public Participation Activities						
SRTS Coordinator	50.00	\$24.13	\$8.45	\$0.00	\$6.03	\$1,930.40
Mileage (100 @ \$0.55/mile)				\$55.00		\$55.00
<i>Task 3 Subtotal:</i>						\$1,985.40
Task 4: Development of Plan						
SRTS Coordinator	300.00	\$24.13	\$8.45	\$0.00	\$6.03	\$11,582.40
Bound copies (15 @ \$5.50/each)				\$82.50		\$82.50
<i>Task 4 Subtotal:</i>						\$11,664.90
Task 5: Plan Implementation						
SRTS Coordinator	50.00	\$24.13	\$8.45	\$0.00	\$6.03	\$1,930.40
<i>Task 5 Subtotal:</i>						\$1,930.40
TOTAL BUDGET						\$32,396.20

DELIVERABLES BY TASK:

Each project task should provide clearly defined deliverables (or objectives) that will act as benchmarks in the completion of the project. The status of each project task will be requested with each claim for reimbursement. Progress made toward the completion of the deliverables listed below will provide a clear understanding of how the project is proceeding.

Task	Deliverables
Task 1:	Data and Inventory
	1. Conduct SRTS surveys along with spring and fall tally sheets
	2. Conduct traffic studies
	3. Conduct before/after school assessments
	4.
Task 2:	Mapping Activities
	1. Develop sidewalk assessment maps
	2. Develop primary route maps
	3. Develop sign assessment maps
	4.
Task 3:	Public Participation Activities
	1. Conduct SRTS Committee meetings (20)
	2. Conduct visioning sessions (10)
	3. Post information and meetings on school and community websites
	4.
Task 4:	Development of SRTS Plan
	1. Prepare plan documents for each school district/community
	2. Print plan
	3. Distribute plan
	4.
Task 5:	Plan Implementation
	1. Plan approval process
	2. Program review
	3. Ordinance review, revisions and additions
	4.
Task 6:	
	1.
	2.
	3.
	4.
Task 7:	
	1.
	2.
	3.
	4.
Task 8:	
	1.
	2.
	3.
	4.
Task 9:	
	1.
	2.
	3.
	4.
Task 10:	
	1.
	2.
	3.
	4.
	5.

FRINGE BENEFITS:

The reimbursement of any fringe benefits requires concurrence by the Iowa DOT that such fringe benefits are reasonable. Please provide below an itemized list of all fringe benefits provided to employees for your organization. A partial list has been provided. Please place an X to the left of each applicable fringe benefit for your agency and/or add other fringe benefits to the list. State whether each benefit is provided according to state or federal requirements or whether the benefit is available to all employees at a rate listed in an employee handbook or similar document.

Mark if Yes	Fringe Benefit	Benefit provided: State/Federal Requirement or Available to all Employees
<input checked="" type="checkbox"/>	Social Security Liability	Federal requirement
<input checked="" type="checkbox"/>	Medicare Liability	Federal requirement
<input checked="" type="checkbox"/>	Worker's Compensation	Federal/State requirement
<input checked="" type="checkbox"/>	State Unemployment Insurance	State requirement
	IPERS	State requirement
<input checked="" type="checkbox"/>	Health Insurance	Available to all employees
<input checked="" type="checkbox"/>	Long Term Disability	Available to all employees
<input checked="" type="checkbox"/>	Other Flex Dollars	Available to all employees
	Other	
	Other	
	Other	
	Other	
	Other	
	Other	

ADDITIONAL INFORMATION:

Please provide any additional information to more fully convey the project scope, budget or deliverables.

Proposed communities and schools include: Happy City; Happy City Community School District; Glad City; Glad City Community School District; City of Merry; Merry Community School District; Cities of Most, Always and Sometimes; MAS Community School District; City of Sweet; Sweet Community School District.

IOWA DOT APPROVAL:

The foregoing and attached estimated project budget has been reviewed for compliance with Iowa DOT and Federal Highway Administration (FHWA) policies and procedures governing the reimbursement of non-construction costs for federal-aid projects and as of the date below has been approved for use on the aforementioned project.

Iowa DOT Staff

Date

Project Budget

Project Number: SRTS-000S(501)--8U-00

Date Submitted: 1/15/2013

TASK, CLASSIFICATION OF EMPLOYEE, OR DIRECT COST	Estimated Hours	Estimated Hourly Rate, Salary	Estimated Fringe, Direct	Other Direct Cost Estimate	Indirect Cost Estimate (Applied: 25%)	Total Estimated Budget
Task 1: Data & Inventory						
SRTS Coordinator	150	\$24.13	\$8.45	\$0.00	\$6.03	\$5,791.88
Planner	100	\$22.17	\$7.76	\$0.00	\$5.54	\$3,547.25
<i>Task 1 Subtotal:</i>						\$9,339.13
Task 2: Mapping Activities						
SRTS Coordinator	75	\$24.13	\$8.45	\$0.00	\$6.03	\$2,895.94
Planner	125	\$22.17	\$7.76	\$0.00	\$5.54	\$4,434.06
Mileage (200 @ \$0.55/mile)				\$110.00		\$110.00
Oversize copies (25 @ \$1.50/each)				\$37.50		\$37.50
<i>Task 2 Subtotal:</i>						\$7,477.50
Task 3: Public Participation Activities						
SRTS Coordinator	50	\$24.13	\$8.45	\$0.00	\$6.03	\$1,930.63
Mileage (100 @ \$0.55/mile)				\$55.00		\$55.00
<i>Task 3 Subtotal:</i>						\$1,985.63
Task 4: Development of Plan						
SRTS Coordinator	300	\$24.13	\$8.45	\$0.00	\$6.03	\$11,583.75
Bound copies (15 @ \$5.50/each)				\$82.50		\$82.50
<i>Task 4 Subtotal:</i>						\$11,666.25
Task 5: Plan Implementation						
SRTS Coordinator	50	\$24.13	\$8.45	\$0.00	\$6.03	\$1,930.63
<i>Task 5 Subtotal:</i>						\$1,930.63
TOTAL BUDGET						\$32,399.13